



State of New Jersey

DEPARTMENT OF THE TREASURY

DIVISION OF PURCHASE AND PROPERTY

P. O. BOX 230

TRENTON, NEW JERSEY 08625-0230

JAMES E. MCGREEVEY

Governor

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State Treasurer

ADDENDUM #04

T-0176

SOLICITATION #35784

TO: All Using Agencies and
Cooperative Purchasing Participants

DATE: September 22, 2004

FROM: Constance A. Rosina, Administrative Analyst

SUBJECT: Furniture, System, Open Plan/Landscape

CONTRACT PERIOD: 10/01/03 to 09/30/05

Be advised that effective 9/22/04 until further notice, agencies will be required to add a 1% surcharge to all purchase orders issued against the following contract:

Vendor
Steelcase Inc.

Contract #
A-57069

This increase must be documented on each order as a "Temporary Steel Surcharge". The increase shall be added to each applicable line of the order after taking the corresponding discount from the appropriate contract line.

For example, if the total price for line 1 is \$1000.00, and the discount is 5%, it would be documented as follows:

Total list price	\$1000.00
Less 5% contract discount	- 50.00
Total list price	\$ 950.00
Plus Temporary Steel Surcharge (1% of list)	+ 10.00
Total cost	\$ 960.00

The surcharge must be manually calculated. Use contract line #31 to input the manually calculated surcharge.

All other terms and conditions of the original contract remain the same. Please file this addendum with your Notice of Award for future reference.